

Provider Search

DDD IT Department



Table of Contents

PROVIDER SEARCH	
Features	
To search for a provider	9
To filter the results	
To view, print or download a provider report	
To export the results	14
Contact us	15



Provider Search

The Provider Search displays information about providers approved by Division of Developmental Disabilities (DDD) to deliver services to individuals.

The website enables you to search or browse providers eligible to provide DDD-funded services. The option to search for a provider is by either name or service. A filter may be applied to identify providers by the served counties, one or more services and/or approved by Medicaid to deliver services. Medicaid-approved services are only available for individuals enrolled in the Supports Program or Community Care Waiver (CCW).

After a search has been performed, there is an additional filter that helps narrow the results further.

To access the website, enter the URL provided below in the address bar of your browser: <u>https://irecord.dhs.state.nj.us/ProviderSearch</u>

Ð	Division d' nelspanstal Disabilities The State of the Sta	Easting		Secting		ting
16-		Welcome to Provider Search	h		,	Message of the Day
Test	The Provider Search below allows users to search for providers by name or services. You may filter your search results further by services, provider location, location type, de, or use a combination of searches and filters to browse provider options. In the future, additional features will be available, including the ability to search by radius around a zip code, catchment area, counties served, and by keywords. Providers are responsible for updating DDD with their current information. Contact providers directly for more details about whether they currently provide services in your area and if they are a suitable match for you or your family member.			Welcome to the new Provider Searchi		
			Provider Search			
	Name, Service			Filter	•	×
Test						

Features

• The **Provider Search** assists you in finding a provider for a service. The search can be performed either by a service or name of a provider. You can also filter providers by the delivered services, counties served and/or Medicaid-approved status.

You can either use one or a combination of the two fields to obtain the desired results.

Provider Search				
Name, Service		Filter	•	×
	Service		•	
	Medicaid Approve	ed	•	
	County Served		•	



- Enter search criteria and click \swarrow to view the available providers or click \times to clear the fields. To view the complete list of providers, clear the fields and then click \wp .
- Autocomplete feature available for **Name, Service**. View an autocomplete list of up to 10 results that contain the search criteria.
- View a list of results that meet your search condition(s). No results were found for your search. Please change the parameters entered and try again. appears for a search that does not yield any results.

		Provider Search	
	21	Adult Training (AT)	× 9 -
			Filter Clear Filter
	Provider	Services	Location Type
	21 Plus Inc Latc 160 Airport Road Lakewood, NJ 08701 738 312,5589 Dvelardo2@21Plus.Org	Adult Training (AT) Individual Supports Transportation	Service Delivery
	21 Plus Inc 21 Plus Inc Main St. Toms River 310 Main Street Toms River, NJ 08753 732.341.0863 info@21plus.org	Adult Training (AT) Day Habilitation Individual Supports Respite Transportation	Service Delivery
Show	ng 1 to 2 of 2 results		٢

• The results appear in the form of a grid. The grid columns are discussed in the following table:

Column	Description	
Provider	View the name, location, and contact details of the provider.	
Services	View the provided service(s) at the given location.	
Location Type	 View the office type at the given location of the provider. The different types of office are: Administrative – Location that should be contacted for additional information about the provider Service Delivery – Physical location where services are provided It is possible for a provider to have more than one office type at a location. 	



By default, the results grid displays a maximum of 10 rows. At the bottom of the grid, view the results displayed and the total number of results. Click >>, when applicable, to view the next 10 results. At this point, you can click <> to view the previous 10 results.

		Provider Search	
	21	Adult Training (AT)	× 9 -
D			Filter Clear Filter
	Provider	Services	Location Type
::	21 Plus Inc Latc 160 Anport Road Lakewood, Nu 08701 738.312.5589 Dvelardo2@21Plus.Org	Adult Training (AT) Individual Supports Transportation	Service Delivery
	21 Plus Inc 21 Plus Inc Main St. Toms River 310 Main Street Toms River, NJ 08753 732. 341.0863 info@21plus org	Adult Training (AT) Day Habilitation Individual Supports Respite Transportation	Service Delivery
Showing 1 to 2 of 2 result	S		33

• Apply a filter to the search results using the **Filter** text box, indicated below. View a dynamic update of the results that contain the characters entered within the **Filter** text box. You may filter based on text that appears in any column, such as provider name, city name, zip code of the location, service, or location type.

Remove the filter using the **Clear Filter** button, adjacent to the **Filter** text box.

		Provider Search	
	21	Adult Training (AT)	× 9 -
			Filter Clear Filter
	Provider	Services	Location Type
	21 Plus Inc Latc 160 Airport Road Lakewood, Nu 08701 738.312.5589 Dvelardo2@21Plus.Org	Adult Training (AT) Individual Supports Transportation	Service Delivery
	21 Plus Inc 21 Plus Inc Main St. Toms River 310 Main Street Toms River, N0 06753 732 341.0863 inflo@21 plus.org	Adult Training (AT) Day Habilitation Individual Supports Respite Transportation	Service Delivery
Showing 1 to 2 of 2 results	Showing 1 to 2 of 2 results		



By default, the grid appears in the alphabetical order of the **Provider** column. You can change the sort order by clicking any column name. The grid sorts in the alphabetical order of the selected column name. Another click to the same column name reverses the sort order. View or vin the column header of the column sorted in the alphabetical or reverse order, respectively.

The figure below displays a grid sorted in the alphabetical order, indicated below, of the **Location Type** column.

Provider Search			
	Arc of Middlesex	Adult Training (AT)	▼ ×
D			Filter Clear Filter
	Provider	Services	Location Type 🛛 🗕 🔺
	Arc of Middlesex County 219 Black Horse Lane Suite 1 North Brunswick, NJ 08902 732.821.1199 aball@arc-middlesex org	Adult Training (AT) Habilitation Individual Supports Recreation Resple Supported Employment	Admin
	Arc - Middlesex County Inc - Supported Employment 298 Amboy Avenue Woodbridge, NJ 07095 732 328,0000 Rsheridan@Arc-Middlesex.Org	Adult Training (AT) Individual Supports Supported Employment Transportation	Service Delivery
	Arc of Middlesex County - Arc of Middlesex County - Piscataway 1660 Stelton Road Piscataway, N08854 732.821 1199 rsheridan@arc-middlesex.org	Adult Training (AT) Day Habilitation	Service Delivery
	Arc of Middlesex 1661 Stolton Road Piscataway, NU 08654 732 962 1005 eware@arc-middlesex.org	Adult Training (AT)	Service Delivery
Showing 1 to 4 of 4 results			۵.۵

• Export the results to an Excel file. Click the button, indicated below, to save the results to an excel sheet.

		Provider Search	
	21	Adult Training (AT)	×
D			Filter Clear Filter
	Provider	Services	Location Type
::	21 Plus Inc Latc 160 Almport Road Latkewood, Nu 08701 738 312.5589 Divelardo2@21Plus.Org	Adult Training (AT) Individual Supports Transportation	Service Delivery
	21 Plus Inc 21 Plus Inc Main St. Toms River 310 Main Street Toms River, NU 06753 732.341.0803 info@21plus.org	Adult Training (AT) Day Habilitation Individual Supports Respite Transportation	Service Delivery
Showing 1 to 2 of 2 results	5		٢

Author:DDD IT DepartmentTitle:Provider SearchApplication:Provider Management

Date:	5/27/2016
Page:	6
Version:	1.0



• You have an option to view the provider details in the form of a report. Click a provider (at any point on the row) on the results grid to view the **Agency Information Report**. You have to scroll down to view the complete report.

A sample report on Google Chrome is shown below.

/Info	1 / 2	Ċ	± ē
Division of Developmental Disabilities	Agenc	cy Information Rep Print Date: 05/27/	<u>ort</u> 2016
Arc of Middlesex County		Directions	
Supported Employment 298 Amboy Avenue Woodbridge, NJ, 07095 Middlesex	Interac	tive map coming soon	
P: 732.326.0000 E: Rsheridan@Arc-Middlesex.Or	g		
Description	Hou	rs of Operation	
The Arc Middlesex County provides people with devel and other disabilities, and their families, with supports services which encourage personal growth and quality through empowerment and choice.	opmental Su and Mo of life Tue Wedne Thur Fi Satu	nday : Closed nday : 09:00 AM - 05:00 PM sday : 09:00 AM - 05:00 PM sday : 09:00 AM - 05:00 PM sday : 09:00 AM - 05:00 PM riday : 09:00 AM - 05:00 PM rrday : Closed	
	Services		
Interim Adult Training (AT) Family Supports Habilitation Individual Supports Recreation Respite Supported Employment Transportation	Supports Program Behavioral Support Career Planning Community Based Community Inclusio Day Habilitation Prevocational Train Respite Supported Employr Transported Employr	s Supports nn Services iing nent - Individual nent - Small Group	# + I



- The Agency Information Report has the following sections:
 - Provider (provider name, location and contact details)
 - Directions
 - Description
 - Hours of Operation
 - Services
 - Additions Services from this Provider at Other Locations
 - Supports Program Services by County
 - Other Locations
- The **Agency Information Report** features interactive links for the address, email address, website and phone number (on mobile devices only).

Click the address to view the location on **Google Maps** or click email address to open the default mail client. Similarly, tap the phone number on a mobile device to make a call.

Division of Developmental Disabilities	Agency Information Report Print Date: 05/25/2016
Arc of Middlesex County	Directions
Supported Employment 298 Amboy Avenue Woodbridge, NJ, 07095 Middlesex P: 732.326.0000 E: Rsheridan@Arc-Middlesex.Org	Interactive map coming soon
Description	Hours of Operation
The Arc Middlesex County provides people with developmental and other disabilities, and their families, with supports and services which encourage personal growth and quality of life through empowerment and choice.	Sunday: Closed Monday: 09:00 AM - 05:00 PM Tuesday: 09:00 AM - 05:00 PM



To search for a provider

Field	Description
Name, Service	This field enables you to search for a provider by their name or service. It is not necessary to provide an exact name or service; the search may be performed with a partial name or service. Autocomplete feature lists up to 10 results that contain the search criteria. The autocomplete feature displays suggestions based on provider name, legal DBA (Doing Business As), location name, program name (when available), or service name.
Filter	Click Filter to view the filter options. Currently, you can filter providers by service(s), Medicaid-approved status and/or counties served. Click Service to view a drop-down of the available services. A check box is available for each service. Click Medicaid Approved to view the Medicaid Approved check box. Click County Served to view a drop-down of the counties. A check box is available for each county. Select the appropriate check box(es) to search provider(s) that meet the filter criteria.

1. On **Provider Search**, search for a provider using one or both of the options described below.

Note: You can search for a provider by using a combination of the two fields. For example, you may search for a provider who provides day habilitation services AND is Medicaid-approved.



 Click P. A grid appears with the results that meet the search criteria. The figure below displays results that contains arc in the name or service and an Adult Training (AT) filter.

Provider Search				
	arc	Adult Training (AT)	× 9 -	
D			Filter Clear Filter	
	Provider	Services	Location Type	
	Arc - Middlesex County Inc - Supported Employment 298 Amboy Avenue Woodbridge, NJ 07095 732.328 0000 Rsheridan@Arc-Middlesex.Org	Adult Training (AT) Individual Supports Supported Employment Transportation	Service Delivery	
	Arc of Middlesex County - Arc of Middlesex County - Piscataway 1660 Stetton Road Piscataway, N06854 732.821.1190 rsheridan@arc-middlesex.org	Adult Training (AT) Day Habilitation	Service Delivery	
	Arc of Middlesex 1661 Stotton Road Piscataway, N 08654 732.992.1005 eware@arc-middlesex.org	Adult Training (AT)	Service Delivery	
	Arc of Middlesax County 219 Black Horse Lane Suite 1 North Brunswick, NJ 08902 732.821 1190 aball@arc-middlesex org	Adult Training (AT) Habilitation Individual Supports Recreation Respite Supported Employment	Admin	
Showing 1 to 4 of 4 results				



To filter the results

1. To filter the results on the results grid, enter the filter criteria within the **Filter** text box.

Provider Search				
	arc	Adult Training (AT)	▼ ×	
D			Filter Clear Filter	
	Provider	Services	Location Type	
	Arc - Middlesex County Inc - Supported Employment 298 Amboy Avenue Woodbridge, NJ 07095 732.326 0000 Rsheridan@Arc-Middlesex.Org	Adult Training (AT) Individual Supports Supported Employment Transportation	Service Delivery	
	Arc of Middlesex County - Arc of Middlesex County - Piscataway 1660 Stellon Road Piscataway, NJ 0854 732.821.1199 rsheridan@arc-middlesex.org	Adult Training (AT) Day Habilitation	Service Delivery	
::	Arc of Middlesex 1861 Skelton Road Piscataway, Ni 0854 732.992.1005 eware@arc-middlesex.org	Adult Training (AT)	Service Delivery	
	Arc of Middlesex County 219 Black Horse Lane Suite 1 North Brunswick, NJ 08002 732.821.1199 aball@arc-middlesex.org	Adult Training (AT) Habilitation Individual Supports Recreation Respite Supported Employment	Admin	
Showing 1 to 4 of 4 result	S		۲	

2. A dynamic update of the grid takes place, displaying the providers that contain the filter criteria within the contents of the line item.

In the following figure, the applied filter is **Piscataway** and the grid displays those results that contain **Piscataway**.

			Provider Search		
	arc		Adult Training (AT)	▼ ×	
D				Piscataway X	Clear Filter
	Provider	-	Services	Location Type	
	Arc of Middlesex County - Arc of Middlesex County - Piscataway 1660 Stelton Road Piscataway, N0.0854 732.821.1199 rsheridan@arc-middlesex.org		Adult Training (AT) Day Habilitation	Service Delivery	y
	Arc of Middlesex 1661 Stellon Road Piscataway, N08854 732.902.1005 eware@arc-middlesex.org		Adult Training (AT)	Service Delivery	y
Showing 1 to 2 of 2 results (filtered from 4 total entries)					

3. By default, the grid is sorted in the alphabetical order of the **Provider** column. Click another column name and the grid sorts in the alphabetical order of the selected column. Click the

Author:DDD IT DepartmentTitle:Provider SearchApplication:Provider Management



same column again to reverse the sort order. View \frown or \checkmark in the column header of the column sorted in the alphabetical or reverse order, respectively.

To view, print or download a provider report

1. Click the desired row on the results grid to view the **Agency Information Report**. You can click at any point within the desired row, indicated below for the first line item, to view the report.

Provider Search				
	arc	Adult Training (AT)	× 9 -	
			Filter Clear Filter	
	Provider	Services	Location Type	
::	Arc - Middlesex County Inc - Supported Employment 298 Amboy Avenue Woodbridge, NJ 07005 732.326.0000 Rsheridan@Arc-Middlesex.Org	Adult Training (AT) Individual Supports Supported Employment Transportation	Service Delivery	
	Arc of Middlesex County - Arc of Middlesex County - Piscataway 1680 Stelton Road Piscataway, NJ 0854 732.821.1199 rsheridan@arc-middlesex.org	Adult Training (AT) Day Habilitation	Service Delivery	
	Arc of Middlesex 1681 Stelton Road Piscataway, N 08854 732.992.1005 eware@arc-middlesex.org	Adult Training (AT)	Service Delivery	
	Arc of Middlesex County 216 Black Horse Lane Suite 1 North Brunswick, NI 08902 732.821.1190 aball@arc-middlesex.org	Adult Training (AT) Habilitation Individual Supports Recreation Respite Supported Employment	Admin	
Showing 1 to 4 of 4 results	5		$\langle \rangle$	

- 2. The report displays the relevant provider details. You have to scroll down to view the complete report. The report has the following sections:
 - Provider (provider name, location and contact details)
 - Directions
 - Description
 - Hours of Operation
 - Services
 - Supports Program Services by County
 - Additions Services from this Provider at Other Locations
 - Other Locations



3. There are additional options available for the report, such as download and print. View a sample report on the Google Chrome browser, as shown in the figure below. To see the options, indicated below, hover over the top section of the report. There are options on the top right, indicated below, for rotate clockwise, save to disk and print (represented in the same order). Additional options are available at the bottom right, also indicated below, to zoom in (+) and zoom out (-) of the document.

cyInfo	1/:	2 Ċ; ₹	•
Division of Development Disabilities	al	Agency Information Report Print Date: 05/27/2016	
Arc of Midd	lesex County	Directions	
Supporte 298 Amb Woodbric Middlese P: 732. E: Rshe	d Employment oy Avenue (ge, NJ, 07095 x 326.0000 ridan@Arc-Middlesex.Org	Interactive map coming soon	
Desc	ription	Hours of Operation	
The Arc Middlesex County provi and other disabilities, and their the services which encourage perso through empowerment and choi	ides people with developmental amilies, with supports and onal growth and quality of life ce.	Sunday : Closed Monday : 09:00 AM - 05:00 PM Tuesday : 09:00 AM - 05:00 PM Wednesday : 09:00 AM - 05:00 PM Thursday : 09:00 AM - 05:00 PM Friday : 09:00 AM - 05:00 PM Saturday : Closed	
	Service	es	
Interim	Su	ipports Program	
 Adult Training (AT) Family Supports Habilitation Individual Supports Recreation Respite Supported Employmer Transportation 	nt	 Behavioral Supports Career Planning Community Based Supports Community Inclusion Services Day Habilitation Prevocational Training Respite Supported Employment - Individual Supported Employment - Small Group Transportation 	# + +

Note: Similar options are available in other browsers, but may be located in different areas on the screen.

4. The **Agency Information Report** features interactive links for the address, email address, website and phone number (on mobile devices only).

Author:	DDD IT Department	Date:	5/27/2016
Title:	Provider Search	Page:	13
Application:	Provider Management	Version:	1.0



For example, you can click the address to view the location on **Google Maps** or click the email address to open your default mail client. Similarly, tap the phone number on a mobile device to make a call.

Division of Developmental Disabilities	Agency Information Report Print Date: 05/25/2016
Arc of Middlesex County	Directions
Supported Employment 298 Amboy Avenue Woodbridge, NJ, 07095 Middlesex P: 732.326.0000 E: Rsheridan@Arc-Middlesex.Org	Interactive map coming soon
Description	Hours of Operation
The Arc Middlesex County provides people with developmental and other disabilities, and their families, with supports and services which encourage personal growth and quality of life through empowerment and choice.	Sunday: Closed Monday: 09:00 AM - 05:00 PM Tuesday: 09:00 AM - 05:00 PM

To export the results

1. Click to export the results to an Excel file.

		Provider Search	
	21	Adult Training (AT)	× 9 -
D			Filter Clear Filter
	Provider	Services	Location Type
	21 Plus Inc Latc 160 Airport Road Lakewood, Nu 08/01 738.312.5589 Dvelardo2@21Plus.Org	Adult Training (AT) Individual Supports Transportation	Service Delivery
	21 Plus Inc 21 Plus Inc Main St. Toms River 310 Main Street Toms River, N0 08753 732.341.0863 inflo@21plus.org	Adult Training (AT) Day Habilitation Individual Supports Respite Transportation	Service Delivery
Showing 1 to 2 of 2 results			

2. Save the file at the appropriate location for reference (e-mail, documentation or other purposes) using the system dialog box.



Contact us

Want to get in touch with us? Please email us at the following address with a short description of your problem:

DDD.ProviderDatabaseHelpdesk@dhs.state.nj.us